

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Proceedings of the Marine Safety and Security Council (PMSSC)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Transportation

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning September 1, 2004 and ending August 31, 2005 plus up to three optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 9, 2004.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Electronic Media. Quantity. Schedule of Prices. Distribution. Reply Card (2-up).

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Robin Bilger (202) 512-0302 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.*
- (b) Finishing (item related) Attributes -- Level III.

*Exception: Registration (P-4) on all multicolor printing - Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	Electronic Media, Camera Copy, average type dimension in publication.
P-8. Halftone Match (Single and Double Impression)	Electronic Media, Camera Copy.
P-9. Solid and Screen Tint Color Match	Electronic Media, Gov. furnished sample, color swatch, Pantone Matching System.
P-10. Process Color Match	Electronic Media, Gov. furnished sample, 35mm Transparencies and Photoprints.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed four years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to August 31, 2005 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2004, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2004 through August 31, 2005 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased

hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered, saddle-stitched pamphlets (magazine) requiring such operations as electronic prepress, proofs, printing (including 4-color process plus varnish), binding, packing, and delivery.

TITLE: Proceedings of the Marine Safety and Security Council (PMSSC).

FREQUENCY OF ORDERS: Approximately 6 orders per year.

QUANTITY: Approximately 6,000 to 20,000 copies per order.

NUMBER OF PAGES: Approximately 40 to 100 pages per order, plus a reply card (2-up) if ordered.

TRIM SIZE: 8-1/2 x 11 inches. Reply card (2-up) if required, is 6 x 4-1/4" each.

Each issue will be illustrated throughout with line drawings and continuous tone black and white or 4-color process drawings, 4-color process photos, halftones, and an occasional duotone or two-stage posterization illustrations. Halftone can be in vignette, silhouette, combination, and reverse illustration, plus solid and graduated backgrounds. Each issue may include line shots, 4-color separations, square-finish halftones, combination line and halftone, and will require page size color proofs. Self-cover pages 1 and 4 will normally be full page with bleeds all sides.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Windows or Macintosh

Storage Media: Removable hard disks.

Software: Page layout accomplished in QuarkXPress Version 5 and InDesign 2.0.0 or CS. Create scans. Create supporting graphics in Adobe PhotoShop Version 7 and Illustrator Version 10.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts, Typefaces and Sizes: The contractor is required to support the following type managers: TrueType and Adobe Postscript fonts in 5-120 pt. sizes.

NOTE: The Department may also supply some screen and/or printer fonts in suitcases. When suitcases with screen and/or printer fonts are supplied, the contractor will be required to use the supplied fonts. Contractor must not however, rely on the furnished fonts to cover all the fonts indicated.

Typefaces must include complete "families", with all available weights of light, regular, medium, bold, black (extra bold), and italic versions included.

The Government reserves the right to require samples and to judge the suitability of any alternate typeface offered.

A visual of the furnished electronic files will be provided.

Additional Information:

Electronic files will contain text and FPO (for position only) graphics and photo images. Approximately 2 transparencies or full color photoprints may require conversion to black and white halftones per order. Scanner

materials consisting of line art sometimes with overlays, continuous tone artwork in either black and white or full color, photoprints, 35mm full color slides and/or medium format color transparencies and return as 266-300 dpi 1:1 ratio images. On occasion, computer graphic files (TIF, GIF, MAC, PIC, or EPS formats) to be output at various percentages. If furnished, dummy layouts containing miscellaneous specifications and instructions to be followed by the contractor must be followed without deviations.

Files will be furnished in both native application format and PostScript format.

GPO Form 952 (Desktop Publishing - Disk Information).

Camera copy consisting of line art sometimes with overlays and as described above as scanner materials.

Camera copy, image size approx. 8-1/2" x 2-1/8" for a return address and postage and fees paid First Class Mail permit of which all or any portion(s) are to be reproduced as necessary to accomplish mailing.

One 3.5 floppy disk, files in Excel Spreadsheet format for distribution.

One U.S. Postal Service Form 3615, "Mailing Permit Application and Customer Profile."

One U.S. Government Printing Office Form 712, "Certificate of Conformance".

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 06/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

CONSULTATION: It's anticipated that prior to placing a print order or during the course of production of an order, the National Maritime Center may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency at (703) 235-1865 and the GPO, Robin Bilger (202) 512-0302 if the schedule is effected.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

If a screen value is not given, resolution of 150-line screen or finer is inferred. Contractor may also be required to reproduce black and white halftones from full-color art photo prints and/or slides and replace all low resolution line or halftone illustrations with scanned-in high resolution images.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS:

Composite proofs:

One set of digital color proofs is required (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Proof) with a minimum resolution of 2400 dpi. Ink Jet proofs are not acceptable. Proofs will be used for color match on the press. These proofs must have all elements in proper position. The proofs must have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated consecutively across the sheet. Proofs must have the make and model number of the proofing system utilized shall be furnished with the proofs.

At contractor's option, one set of film based one-piece laminated color proofs may be furnished (indicate margins).

Two sets of folded Dylux or similar proof are required. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up). The contractor will be responsible for insuring that the proofs are in conformity with the copy submitted. All proofs must be collated in sets, numbered sequentially, and have a 1 inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2-inch from the type area. The contractor's firm name must not appear on any proofs.

At Government's option some faxed proofs, or revised proofs, may be acceptable but must be at least 300 dpi (indicate margins).

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Replay Card: White Index, 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

PRINTING:

Print head-to-head in 4-color process. The first two pages and last two pages print in 4-color process with reverses and heavy ink coverage, additional 4-color process pages are scattered throughout the publication with the balance of the pages printing black only and/or back and additional combinations of process colors.

Coat after printing the entire surface of the first and last cover pages (self covers 1 and 4) with a clear gloss varnish or equal.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

The contractor may be required to match Pantone colors using process inks.

Reply Card: Print head to head in black ink.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

MARGINS: Margins will be as indicated on the print order, or furnished copy. Pages including illustrations may print to and must align across the bind. The first and last page and an occasional text page may bleed up to three sides. Bleed pages are scattered throughout.

BINDING:

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Reply Card: Saddle stitch reply card (2-up). Perforate using a 1/2 inch perforated stub from seam and one horizontal perforation between cards for easy removal.

PACKING: Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 200 pounds per square inch or a minimum edge crush test (ECT) of 32 pounds per inch width.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address under "Schedule".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city approximately 6,000 to 20,000 copies to approximately 6,942 nationwide destinations (approximately 1,000 copies to foreign destinations). Deliver f.o.b. destination to approximately 4 addresses within the commercial zone of Washington, DC.

Inside delivery to the room numbers specified on print order (GPO 2511) is required.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

All mailing shall be made at the First Class-Mail rate.

The contractor is required to fill in all applicable items on USPS form(s), (PS Form 3600-R, Postage Statement – First Class Mail and or PS Form 3651-LP, Postage Statement – International Letter-post) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately fax a copy to: DOT Mail Manager at 202-366-3911 identifying the Program Number, Print Order, Jacket Number as appropriate.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 -

Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all furnished material, films made and two sample copies must be returned to the respective addresses under "Schedule".

FOR EACH PRINT ORDER SUBMITTED FOR PAYMENT, CONTRACTOR IS TO SEND ONE COPY OF EACH PAGE OF ITEMIZED VOUCHER SUBMITTED FOR BILLING AND ANY CONTINUATION SHEET, TO THE FOLLOWING ADDRESS WITHIN 10 DAYS OF COMPLETED DELIVERY OF PRODUCT: GPO, ATTN: ROBIN BILGER, AGENCY PUBLISHING SERVICES, ROOM C-838, STOP: PPC, WASHINGTON, DC 20401. THE ORIGINAL VOUCHER MUST BE SENT TO THE COMPTROLLER, FMCE, U.S. GOVERNMENT PRINTING OFFICE.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

ADVANCE COPIES: Deliver 10 advance (first printed) sample copies via next day delivery to U.S. Coast Guard, National Maritime Center, 4200 Wilson Blvd., Suite 730, Arlington, VA 22203-1804 ATTN: Editor.

Upon completion of each order, all furnished material, camera copy, films made and two sample copies must be returned to the USCG National Maritime Center, Proceedings Editor, 4200 Wilson Blvd., Suite 730, Arlington, VA 22203-1804.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from DOT/TASC/Room 2313 400 7th Street SW, Washington, DC 20590, between the hours of 7:30 a.m. and 4:00 p.m. (eastern standard time).

No definite schedule for pickup of material can be predetermined. However, furnished material will be ready for pick up within twenty-four hours of notification. If a special edition of the publication is ordered, the performance dates for two publications may coincide or be back-to back.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must submit one set of digital color proofs or film based (cromolin/matchprint) of all process color, and two sets of composite book blue line proofs along with all original camera copy within 5 workdays.

Proofs will be withheld 2 workdays from receipt by the Government until available for pick-up.

Complete production and delivery must be made within 5 workdays after receipt of "OK to Print".

Note: The contractor must notify the National Maritime Center (703) 235-1604 at least 24 hours in advance of press time.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

All original materials (and films if made) are to be returned to USCG National Maritime Center, Proceedings Editor, 4200 Wilson Blvd., Suite 730, Arlington, VA 22203-1804 no later than 5 working days after final delivery, in accordance with GPO Contract Terms.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workdays prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Agency Publishing Services (PPC), Washington, DC 20401, or telephone area code (202) 512-0302. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern standard time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Bidders shall state the location of the plant from which this product(s) will be shipped.

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending two (2) Government representatives from the Washington, DC area for 1 calendar day on four print orders during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. 1. (a) 40
(b) 1,718
(c) 22
(d) 10
(e) 187
(f) 29
(g) 888
(h) 444
(i) 18
- II.
 - (1) (2)
 - (a) 444 4,633
 - (b) 6 62
 - (c) 1 8
- III. 1. (a) 24
- 2. (a) 30,180
(b) 1,142
(c) 167

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination and f.o.b. contractor to city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

All vouchers submitted to the GPO shall be based on the most economical method of production.

I. PREPRESS:

One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

(a) Trim/Page-size unit produced from camera copyper page/color \$ _____

(b) Trim/Page-size unit produced from electronic fileper page/color \$ _____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure/scanning. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

No charge will be allowed for high resolution illustrations furnished as electronic media.

A flat tone shall be charged as a line illustration.

Solid lines and/or reverse lines within a halftone shall be charged as a line and a halftone illustration.

(c) Line.....per illustration \$ _____

(d) Square-finish halftone.....per halftone \$ _____

(Initials)

Color Corrected 4-color Process Illustrations: The price offered is for a complete 4-color process illustration in the image size indicated.

(e) Up to 50 sq. in. imageper illustration..... \$ _____

(f) Over 75 sq. in. imageper illustration \$ _____

(g) Dylux/digital black and white proofs.....per trim/page-size unit \$ _____

(h) One-piece laminated/digital color proofsper trim/page-size unit..... \$ _____

Author's Alterations will be paid at the above rates which must include stripping. Contractor must submit documentation with billing.

(i) System Timework.....per hour\$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (i).

II. PRINTING AND BINDING: The prices offered must be all inclusive, as applicable.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Self-cover and text pages:		
(a) Self-cover and text pages printing in 4-color process including binding.....per page.....	\$ _____	\$ _____
(b) Varnishing or equal self-cover pages 1 & 4per order	\$ _____	\$ _____

Additional operations:

(c) Reply mail-back card: Printing face and back in black ink
Including stub and perforating if required.....per card\$ _____ \$ _____

(Initials)

III. PACKING AND DISTRIBUTION: Prices offered must be all inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping bundles, shipping containers, pallets, all necessary wrapping and packing materials, labeling or marking, and outputting labels from disk, in accordance with these specifications.

1. Bulk Shipments (other than by mail):

(a) Packing and sealing shipping containers per container \$ _____

2. Mailing:

(a) Single or multiple copies in kraft envelopes (up to 200 leaves).....per envelope.....\$ _____

(c)Single or multiple copies over 200 leaves, up to 12 lbs.

in cushioned shipping bags or wrapped in shipping bundles

maximum gross weight 14 lbs.....per bag or
bundle.....\$ _____

(d)Quantities over 12 lbs., up to 36 lbs., wrapped in shipping bundles

or packed in shipping containers at contractor's option maximum

gross weight 40 lbs.....per bundle or
container.....\$ _____

My production facilities are located within the assumed area of

production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____

a. Number of hours from acceptance of print order to pickup of

Government Furnished Material....._____

b. Number of hours from pickup of Government Furnished Material

to delivery at contractor's plant....._____

2. Proposed carrier(s) for delivery of completed product_____

a. Number of hours from notification to carrier to pickup of completed product....._____

b. Number of hours from pickup of completed product to delivery at destination....._____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO form 910; prices entered in the "Schedule of Prices" will prevail.

NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)